

Eligibility

Projects of any size from everywhere in the world are encouraged to participate. PMI affiliation is not necessary. Any project that is perceived as having effectively applied project management principles and techniques is eligible to submit for judgment provided that:

- The project has an approved scope, schedule, and budget.
- The project is essentially complete at the time of nomination and has been accepted as complete by the Client/Owner prior to nomination. Therefore the project needs to be completed during 2009 or January and February 2010.
- Permission is obtained for the use of copyrighted materials included in the submission.
- Research or development projects, which may contain proprietary or confidential, technical, or commercial information, must be publicly disclosed by owner.
- The nominated project must have been successfully completed using processes and approaches consistent with *A Guide to the Project Management Body of Knowledge (PMBOK® Guide . Third or Fourth Edition)*. That consistency must be clearly delineated in the submitted materials.
- Although the project itself can be located anywhere in the world, and may be from private or public sector work, the project manager and/or team directly responsible for the project must be located within the boundaries of PMI Finland Chapter. Where the nominee is outside the jurisdiction of the Chapter, submittals will be judged by an 'at-large' panel established by PMI Finland Chapter.
- The project may or may not have won awards or other recognition from other professional associations.

General Evaluation Criteria

- Met or exceeded Owner/Client's needs as evidenced in writing (e.g. by a letter or email from the Owner/Client).
- Met or improved on budget and schedule performance when compared with established budget and schedule goals as modified by change control.

- Demonstrated originality and uniqueness of applied project management techniques, including innovative application of practices/methods.
- Exhibited technical aspects and advancement of the project management profession through effective application of the nine (9) *PMBOK® Guide* Knowledge Areas.
- Demonstrated complexity of the project and unusual conditions, issues, and barriers requiring special management team action and performance.

Process

The POY selection process consists of one evaluation. All nominated project applications must be received in time to be processed. The deadline for nominating projects to a chapter is March 1st, 2010.

The evaluation is carried out by designated judges. The evaluating committee has 5 members of the PMI Finland Chapter. Committee members are not allowed to submit projects and are not allowed to have been team-members of a submitted project (The panel of judges should include a minimum of three (3) individuals with a broad spectrum in project management experience and who have successfully demonstrated project management expertise).

3 finalists must be selected by March 11th, 2010 and are required to give a short (20 minutes) presentation including Q&A about their project at the AGM on March 24th, 2010. The winner will be announced after the presentations in the AGM.

General Terms and Conditions

Applicant must agree that:

- The nomination package will be completed in close conformance with the established format.
- All necessary clearances, releases, and permissions needed for public release of all submitted materials will be obtained in writing.
- Expenses will not be reimbursed for assembling the nomination package or for any presentation materials that may need to be created should the project be selected as the winner.

Typical Nomination Package Outline

Please print or type submittals.

Submittal Requirements

Nominations must be concise, yet contain enough information to adequately represent the project. Submittals shall be in an A4 format, not to exceed twenty-five (25) pages, plus supporting documentation (i.e., work breakdown structure, organization charts, etc.) not to exceed ten (10) additional pages. Submittals shall be in English, however supporting documentation (charts, etc) may be in Finnish, Swedish or English.

Contacts for securing peripheral project information by the judging committee should be identified in the project application. The release or clearance of such peripheral materials should be provided by and will remain the responsibility of the nominating group.

In addition to other details below, the submittal must contain:

- Written consent/support by owner and/or client recognizing the submittal of the project and stating that the project has been accepted as complete.

PMI Finland Chapter shall handle the received information as confidential but PMI Finland Chapter shall however under any circumstances not be held liable for any direct or indirect consequences caused by POY competition. By submitting a project to the PMI Finland Chapter POY competition the submitter accepts the entire responsibility and liability of their proprietary information.

The original of the nomination should be received by the PMI Finland Chapter POY Project Manager by March 1st, 2010 as

- a) electronic copy via email (events@pmifinland.org).

General Information and Project Team

A. Project Specifics

Important: Type or print Project Name, Project Manager and Project Team, Owner/Client exactly as you would like it to appear on the award.

- Name and location of the project.
- Name of the company of the project team/members. Include mailing addresses, phone numbers and e-mail addresses for project team/members.

Name of owner/client supporting the project team. Include mailing addresses, phone numbers and e-mail addresses.

Provide an overview and/or description of the project team including the roles and responsibilities of the project manager.

B. Supporting Project Documentation

The nomination package may include not more than ten (10) additional pages of supporting documentation. Examples of supporting documentation include a work breakdown structure chart, project organization, approved and as-completed cost curves, schedules, etc.

Project Performance

A. Summary of Project

Provide a general description of the project including complexity of the project and unusual conditions, issues, and barriers requiring special management team action or performance. Please attach drawings and photographs, if available, to illustrate the scope of the project.

B. Special Management Methods

Summarize why the management of project is distinctive, innovative, or original in the application of project management techniques. Comment on the application of practices and methods and any marked improvements of methods, lessons learned, and/or products during the course of the project. Describe how these methods advance the technical values and image of the project management profession.

C. Owner's Satisfaction

Provide written evidence that the management of the project met or exceeded the owner or client's needs. Evidence could address tangible as well as intangible benefits of the project outcomes, project management best practices or contribution to the organization.

Project Integration Management

Briefly describe how project integration management was considered and implemented. Briefly explain how overall project changes were managed and controlled.

Project Scope Management

Discuss the following:

- Project concept and objectives.
- Scope statement including cost, schedule, and performance criteria and work breakdown structure.
- Management plan and control systems.

Project Time/Schedule Management

Briefly summarize the project schedule including delays, if any, including legitimate causes such as change in the scope of service, owner’s requests, and market response.

	Original Date	Actual Date
Commencement Date		
Project Defined		
Client approval		
Project Closeout		

A copy of the ‘approved’ planned project schedule versus the ‘actual’ project schedule is recommended as part of the documentation to the nomination package.

Project Cost/Resource Management

Explain how the project budget was met or improved.
State the budgeted cost for work/product/research and the actual cost of work/product/research.

Project Quality Management

Comment on total quality management of the project including philosophy, quality assurance and quality control (provide attachment).

Project Human Resource Management

Provide a general description of how the project members developed into an effective team. Identify the individual(s) and their roles outside the project team who directly affected the project.

Project Communications Management

Briefly identify the major audiences of the project. Discuss the communication techniques and conditions to communicate the project to those audiences especially in special or unusual situations. Attach written materials and photographs, if available, showing community information/relationship of the project.

Project Risk Management

Identify external and internal risks to the project and how the project management and/or team mitigated the issues.

Project Contract/Procurement Management

Identify contract procurement and acquisition procedures. Comment on the administration and control methods.

Key Deadlines

- February 28th, 2010 @ 23:59:59 (Finnish Time) final submission of project to PMI Finland Chapter POY competition
- If 3 entries that meet the requirements are not received at the PMI Finland Chapter's discretion the POY competition may be canceled.
- March 11th, 2010: 3 finalists will be informed
- March 24th, 2010: presentation of the 3 finalist projects and announcement of the winner at the AGM PMI Finland Chapter